## **Directions to Search a PDF Document**

To search a PDF document, look on the toolbar for the binoculars icon with the word "Search" next to them. Click on the icon and a box will appear on the right hand side of the page. In the keyword box, type the information you wish to search for and hit "search". The information will appear on the left hand side in a results box every time that it makes an appearance in the document you are searching. If you wish to go to a certain appearance that you located, click that appearance in the results box.